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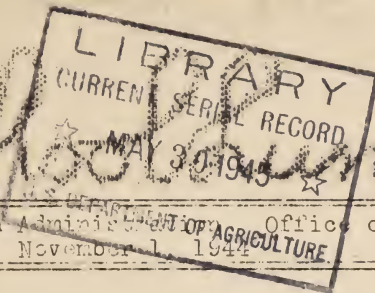
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Reserve



No. 1

War Food Administration Office of Distribution
November 1, 1942 Fargo, North Dakota



N. D. School Lunches

Off to Good Start

North Dakota's Community School Lunch Program got off to a good start this year. Encumbrances totaling approximately

\$160,000 had been set aside for 425 schools November 1. This is more than two months ahead of the sign-up record last year. All but two of the 53 counties in the state were represented with programs when this tabulation was made.

Children Enjoy

Nutrition Game

Self evaluation of their lunches to determine if they are meeting the minimum standards of a Type A or Type B meal is

a game that children are playing in many schools having Community School Lunch programs. Teachers and lunch room supervisors soon discover that their efforts in promoting the game produce encouraging results.

There are five elements in these lunches. Get children of your school into the habit of counting to see if their lunches contain all five. This is particularly important in rural schools where the meal is made up of a combination of items provided at school and foods brought from home. The five items for a Type A meal are: (1) Half a pint of milk; (2) two ounces of meat, one egg or some other meat alternate as described on the last page of your School Lunch agreement; (3) fruit and vegetable, six ounces or 3/4 of a cup of either or a combination of the two; (4) one slice of bread or muffin or other hot bread made of enriched or whole wheat flour; (5) two teaspoons of butter. Type B calls for the same items, but only half the amounts of meat and butter, and only four ounces or half a cup meets the fruit and vegetable requirement.

Use All Abundant You

Can

A new feature of the Community School Lunch Program this year is the emphasis on the use of abundant foods. "Abundant

Foods" are those which should be used in as large amounts as possible, in accordance with terms of the School Lunch agreement. Each month sponsors will be supplied with the current list of six items. Notify the District Office in Fargo if you do not receive yours in the first few days of the month. This activity helps support farm markets for these foods. The War Food Administration, as a part of its price support and farm market stabilization program, also buys certain foods directly and makes these available from time to time to school lunch sponsors. Distribution centers for these foods in North Dakota now are located at Mandan, Jamestown and Grafton. Schools pay transportation costs from these centers. Notify the Fargo District Office if you are not already participating in this program and are interested.

Refer To Agreement

Number in Correspondence

ALWAYS REFER TO YOUR AGREEMENT NUMBER WHEN WRITING TO THE DISTRICT OFFICE ABOUT YOUR PROGRAM. The address,

in case you have mislaid it, is War Food Administration, Office of Distribution, Box 1609, Fargo, North Dakota.

Here Are Some Tips
On Record Keeping

It is important that sponsoring agencies keep adequate records in order to make the necessary reports as required under Article VII of the School Lunch agreement. The following suggestions will help you meet requirements:

1. Keep all invoices or bills that you receive from merchants or farmers from whom you purchase foods.
2. Keep daily participation records. The Fargo District Office has a suggested form (FDA 774-1) for this purpose. Copies will be supplied on request.
3. Keep all your school lunch bills, records and other material together in a file or envelope for ready reference throughout the year.

Send Claims in by
10th of Next Month

A signed original and three copies of the "Report and Claim for Reimbursement" (Form FDA 536) must be submitted to the District Office in Fargo not later than the 10th of the month following the month of operation being reported. Sponsor should retain a copy of the "536" for his own file. Be sure to make entries in all sections.

"Public Voucher-Diversion Program" (Form FDA 564) should be prepared in accordance with instructions, using the ready-prepared carbon copy forms supplied for this purpose. The carbon sheets should be torn off and one yellow copy retained by the sponsor, while the rest of the copies without the carbon sheets should be submitted to the District Office along with the "536". The vouchers are not signed by the sponsoring agency. Careful preparation and prompt reporting will expedite payment of claims.

Don't Fail to Include
Non-Cash Item Report

The District Office has noted that some school lunch operators have sent through claims without making an entry on Line 4 of Form FDA 536. The estimated cash value of food and services for which no payment is made should be lumped together and entered in this line. As a yardstick in rural schools where children bring sandwiches from home, the value of the sandwich is placed at 5 cents when meat is included, and 3 cents when there is no filling. A pint jar containing a hot dish usually is figured at 10 cents. A value is placed on the time of the teacher or students who supervise and help with the serving, using the prevailing wage for this type of work in the community. Some teachers plan to have records of the value of non-cash contributions kept by older pupils as a bookkeeping project. Completion of Item 4 on the claim report will have no effect on the claim, but it will help give local sponsors a picture of the contribution they are making toward the lunch program.

Peanut Butter Jar
Comes in Handy

A full peanut butter jar is part of the standard equipment of lunch programs in many rural schools of Burke County. Miss Mabel Wahlund, county superintendent, has urged teachers to keep generous supplies of this product on hand for use in supplementing sandwiches of children who occasionally do not bring from home the minimum amount of meat or alternate. Four tablespoons of peanut butter, or about the amount used in two thick sandwiches, take care of the entire Type A meat requirement, and just half as much fills the bill for Type B.